

This is not a Statement of Work – for discussion only

1. Background

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2. Objectives

Objectives of the DSIC Working Group include

- Develop guidelines for communicating within this Working Group and other Workspaces and Working Groups
- Develop recommendations around data sharing and intellectual capital issues that encompass but are not limited to
 - The impact of Federal and regulatory requirements
 - The balance of intellectual capital protection and the conduct of research
 - The Institutional Review Board (IRB) and patient consent processes

3. ...

4. Scope of Work

- Task 1 – Project Management
 - Task 1.1 - The Cancer Center representative will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences or use of the caBIG website and forums.
📁 **Artifact: Documented meeting notes as assigned by Working Group**
📁 **Artifact: Documented action items generated from meetings as assigned by Working Group**
 - Task 1.2 - The Cancer Center Representative will generate monthly status reports and submit to the General Contractor no later than the 5th working day of each month.
📁 **Artifact: Monthly Status Report.**
- Task 2 – Working Group Support – The Workspace Working Group includes representatives from Cancer Centers and will define project priorities, project scope, specifications, deliverables, and schedule.
 - Task 2.1 – The Cancer Center representative or designee will attend teleconferences and meetings. Current planning for this Working Group anticipates a requirement of approximately twenty teleconferences and four face-to-face meetings. The face-to-face

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meetings will each require two night stays and will be comprised of two meetings in the San Francisco, CA area and two meetings in the Washington, D.C. metropolitan area. The locations and duration of the meetings are tentative, however for budget planning it is appropriate to use these guidelines and those described in Section 7 – Travel Costs and Other Direct Costs.

Artifact: Meeting and teleconference attendance logs as assigned by Working Group

- Task 2.2 - The Cancer Center Representative or designee will develop and present white papers and other relevant documents as assigned by the Working Group. Examples include but are not limited to
 - The means of protecting intellectual capital while allowing for the exchange of scientific information among cancer researchers
 - The role of intellectual property in the caBIG project
 - The impact of IRBs and Patient Consent on the aggregation, storage, and analysis of data from clinical trials.
 - Software specification recommendations for inclusion in systems providing federated data to the community.

Artifact: White papers as assigned

The General Contractor will provide necessary standard operating procedures and templates to support project activities.

5. Deliverables

	Deliverable	Due Date	Template Available?
1	Meeting notes, action items and attendance logs (Task 1.1 and 2.1)	48 hours after meeting date	Yes
2	Monthly Status Report (Task 1.2)	5 th working day of each month	Yes
3	White Papers (Task 2.2)	As assigned	No
4	Signed Copyright Agreement	5 th working day after award	Yes

6. Inspection and Acceptance Requirements

All reports and deliverables will be inspected and approved by the Working Group Project Manager. Final approval is subject to the NCI. General quality measures identified below will be applied to each work product received from the Workspace under this statement of work.

- **Accuracy** - Work products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

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- **Clarity** - Work products shall be clear and concise. Any and all diagrams shall be easy to understand and be relevant to the supporting narrative.
- **Consistency to Requirements** - All work products must satisfy the requirements of this statement of work.
- **File Editing** - All text and diagrammatic files shall be editable by the Workspace Manager.
- **Format** - Work products shall be submitted in media mutually agreed upon prior to submission or in hard copy electronically or in hard copy (where applicable).
- **Timeliness** - Work products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by agreement between the Workspace and General Contractor.

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